



Prepress Specialist

Details

Job ID : 316

Title : Prepress Specialist

Job Code : 621

Salary : \$1,909.00 (Monthly)

Grade : 6

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PREPRESS DUTIES FOR ALL DIGITAL AND OFF-SET PRINT SHOP OPERATIONS.

Required Qualifications

Education : 2 Year Degree in Related Field

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- STRONG COMPUTER SKILLS INCLUDING GRAPHIC DESIGN SOFTWARE
- 2 YEAR TECHNICAL DEGREE IN COMPUTER RELATED FIELD

Job Skills/Abilities

- ADVANCED COMPUTER SKILLS
- COMMUNICATION SKILLS
- TIME MANAGEMENT SKILLS

Job Preferred Knowledge

- KENTUCKY COURT SYSTEM

Job Duties

- CREATE MASTER FILES FOR PRINTING COURT SYSTEM FORMS, STATIONERY AND OTHER PUBLICATIONS
- OPERATE AND MAINTAIN DIGITAL PLATE MAKER
- PRODUCE GRAPHIC DESIGN PROJECTS AS NEEDED
- PROVIDE TECHNICAL ASSISTANCE TO PRINTING SERVICES STAFF
- OTHER DUTIES AS ASSIGNED